

E-Mail ALPERSRU A/99

Subj: ACTIVE DUTY AND RESERVE BONUSES

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 3, Section C

Introduction This E-mail ALPERSRU announces a change at HRSIC in processing of active duty and reserve enlistment and reenlistment bonuses.

Discussion HRSIC (SES) has been responsible for payment and tracking of bonuses, which include Selective Reenlistment Bonuses, Reserve SELRES and Affiliation bonuses, Enlistment Bonuses and the FS Incentive bonuses. HRSIC (MAS) has had the responsibility for facilitating the input of bonus related transactions from PERSRUs.

Effective 15 January 1999, HRSIC (MAS) assumes the responsibility for payment and/or tracking of bonuses. This change in functional responsibility is designed to improve service to our customers.

Action PERSRUs shall note the above change. Reference (a) will be updated in a future change.

Questions Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by / /

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU B/99

Subj: RESERVE ANNUAL POINT STATEMENT, CG-4175A

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Chapter 6, Section D

Introduction This E-mail ALPERSRU announces a change at HRSIC in processing Reserve Annual Point Statements

Discussion HRSIC (CST) has been responsible for producing and distributing Reserve Annual Point Statements on a monthly basis. HRSIC (CST) and (SES) have had joint responsibility in effecting corrections and adjustments to point statements.

To provide the best possible service to our customers, it is necessary to streamline HRSIC processing of Reserve Annual Point Statements. Effective 15 January 1999, all adjustments to the Reserve Annual Point Statements for non-retired personnel will be made by HRSIC (SES). In addition, HRSIC (SES) is now responsible for the production and mail out of the monthly point statements.

Action PERSRUs shall note the above change. Reference (a) will be updated in a future change.

Questions Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by / /

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU C/99

Subj: LEGISLATIVE PAY CHANGE STATUS REPORT

Ref: (a) ALDIST 321/98

**ENTITLEMENT
RATE
CHANGES**

HRSIC has implemented the legislative pay changes announced in paragraphs 2.A. through 2.C. of reference (a): New HDIP rates were paid in members' 13 November 1998 pay.

New ACIP rates were paid in members' 1 December 1998 pay.

The following entitlement rate increases will be reflected in members' 15 January 1999 pay:

- Basic pay increase of 3.6 percent.
- BAS increase of 1.0 percent.
- Partial BAS increase to .83 per day.
- Increases for BAH II, BAH DIFF, and FSH.

New federal and state income tax withholding rates will also be included in the 15 January 1999 pay.

Rate changes for these entitlements will be reflected in members' 1 February 1999 pay:

- BAH
- INCONUS COLA

OUTCONUS and OHA rates are routinely updated twice per month by DOD.

Reference (a) misstated that Partial BAH rates increased; they have remained the same for 1999.

No PERSRU actions are required to effect new entitlement rates.

QUESTIONS

If you have any questions or concerns, please contact HRSIC (CST) at (785) 357-3540.

Released by:

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU D/99

Subj: PROCEDURES FOR REPORTING ENTITLEMENT TO IMMINENT DANGER
PAY AND COMBAT TAX EXCLUSION

Ref: (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Personnel and Pay Procedures Manual, HRSICINST MIOOO.2 (series)
(c) Source Data Automation II User Manual, HRSICINST M5231.2 (series)
(d) E-Mail ALPERSRU P/98
(e) E-Mail ALPERSRU R/98
(f) ALDIST 283/98
(g) COMDTINST 7220.33 of 29 Dec 98 (Subj: Reenlistment Bonus
Programs Administration)

Purpose This E-mail ALPERSRU clarifies entitlements to:

- Imminent danger pay (section 1)
- Combat tax exclusion (section 2)

Background This ALPERSRU is an update of reference (d) and (e). Tables listing areas qualified for Imminent Danger Pay (IDP) and Combat Tax Exclusion are provided, along with recent policy/procedural changes.

Directives Affected Reference (d) and (e) are canceled.

SECTION 1 – Imminent Danger Pay
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Introduction Imminent Danger Pay is an entitlement to members who meet the special conditions described in reference (a). This special pay is in addition to any other pay and allowances a member may be entitled.

**Qualified
Areas for
Imminent
Danger Pay**

Areas designated as qualifying for imminent danger pay are listed below.

Note: This table includes information which will be reflected in a future change to reference (a).

COUNTRY/AREA	COVERED AREAS	
	LAND	AIRSPACE ABOVE
Afghanistan	X	X
Albania	X	X
Algeria	X	
Angola	X	
Azerbaijan	X	
Bahrain	X	X
Bosnia-Herzegovina	X	X
Burundi	X	
Cambodia	X	
Columbia	X	
Croatia	X	X
Egypt	X	
El Salvador	Note 1	
Georgia and Abkhazia	Note 2	
Greece	Note 3	
Haiti	X	
Iran	X	
Iraq	X	X
Jordan	X	
Kuwait	X	X
Lebanon	X	
Liberia	X	
Macedonia	X	X
Montenegro	X	X
Pakistan	X	
Persian (Arabian) Gulf		X
Peru	X	
Qatar	X	X

Rwanda	X	
Saudi Arabia	X	X
Serbia	X	X
Sierra Leone	X	
Somalia	X	X
Sudan	X	X
Tajikistan	X	
Turkey	Note 4	
Zaire (Democratic Republic Of Congo)	X	

Note 1: Except Compalapa International Airport and Ilopango Air Base.

Note 2: Only the land area of Georgia and Abkhazhi lying north of 42 degrees north latitude and west of 43 degrees east longitude.

Note 3: Only the land area within a 14-KM radius from the center of Athens (37-58N, 23-43E).

Note 4: Excluding the Turkish Straits (i.e., the Dardanelles, the Sea of Marmara, and the Bosphorus Straits) and including the limited airspace south of 37-45N and east of 43-00E.

**Rules for
Imminent
Danger Pay**

The following rules apply when determining entitlement to Imminent Danger Pay:

- A member who serves on official duty in one of the designated areas for any part of a month is entitled to imminent danger pay for the entire month.
 - In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.
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**Amount of
Imminent
Danger Pay**

The current monthly rate of imminent danger pay is \$150.00.

**Procedure
For Payment
Of Imminent
Danger Pay**

The procedures for certifying entitlement to imminent danger pay are provided on page 7-A-7 of reference (b) and pages 2-A-137 through 2-A-142 of reference (c) .

SECTION 2 – Combat Tax Exclusion

Introduction

Certain income earned by members of the Armed Forces while in a combat zone designated by the President is not subject to withholding of federal or state income tax.

**Qualified
Areas For
Combat Tax
Exclusion**

Section 8-G-2 of reference (a) designates combat zones which qualify for federal income tax exclusion. The current designated areas are:

COUNTRY / AREA	COVERED AREAS INCLUDE:			
	LAND	INLAND WATERS	COASTAL WATERS	AIRSPACE ABOVE
Arabian Sea			See Ref A	X
Bahrain	X		X	X
Bosnia-Herzegovina	X			X
Croatia	X			X
Gulf of Aden			All Gulf	X
Gulf of Oman			All Gulf	X
Iraq	X		X	X
Kuwait	X		X	X
Oman	X		X	X
Macedonia	X			X
Persian Gulf			All Gulf	X
Qatar	X		X	X
Red Sea			All Sea	X
Saudi Arabia	X		X	X
United Arab Emirates	X		X	X

**Rules for
Combat Tax
Exclusion**

The following rules apply when determining income tax exclusion for duty in a combat zone.

- A member who is present on official duty in a combat zone, no matter how brief, qualifies for combat tax exclusion for that month.
- When the airspace over a combat zone is included as part of the zone, members who pass over or through the combat zone during the course of a trip between two points, both of which lie outside the zone, are entitled to an exclusion only if the members are assigned to official temporary duty to the airspace of the combat zone or qualify for hostile fire/imminent danger pay as a result of the flight.
- Members performing military duties in areas outside a designated combat zone in support of military operations in a combat zone, who qualify for imminent danger pay, also qualify for combat tax exclusion.

**Amount of
Combat Tax
Exclusion**

For enlisted members and warrant officers, all taxable military pay items earned by a member during a month while serving in a combat zone are excluded from federal and state taxation.

For officers O-1 and above, the first \$4,503.00 per month of taxable military pay items are excluded from federal taxation.

Note 1: The \$4,503.00 figure increases annually to match the current base pay rate for an E-10.

Note 2: Imminent danger pay (if entitled) is not included in the \$4,503.00 ceiling.

Members entitled to combat tax exclusion will not have any Federal/State income tax withheld from the exempted amount of their pay. Voluntary withholding of this amount is not permitted.

**PERSRU
Procedures**

The procedures for recording entitlement to combat tax exclusion are contained on pages 2-A-143 through 2-A-148 of reference (c).

**Extension
of filing date
described in
for tax returns**

Members serving in a combat zone are allowed an extension of up to 180 days to file their federal income tax return, as Section 8-G-7 of reference (a).

The due date for filing state tax returns is regulated by each state. Members serving in a combat zone should contact their state tax office regarding the postponement of filing state tax returns.

**Wages
Associated
With Leave
Earned While
In A Combat
Zone**

Leave earned by a member in a combat tax exclusion zone is not taxed when that leave is used.

Example: If a member serves in a combat tax exclusion zone from 10 March to 20 April 1998, the member earns two months of tax exclusion benefits and 5 days of tax-free leave (provided the member was on active duty the entire month). When the member uses those 5 days leave, the compensation paid the member while on leave is excludable from taxable gross income.

The following rules apply to tax-free leave:

- For officers 0-1 and above, the TOTAL of combat-free wages plus combat-free leave earned during a given month may not exceed \$4,503.00 (without IDP) or \$4,653.00 (with IDP).
- Leave earned in a combat tax exclusion zone is the FIRST leave used after leaving the combat tax exclusion zone.
- Leave earned in a combat tax exclusion zone that is used during a month a member is in a combat tax exclusion status is counted as part of the tax-free wages for that month.

Example: If an individual is in a combat zone from 10 March to 20 April 1998, and takes five days leave during May 1998, the compensation paid the member while on leave is tax-free. However, if this member takes five days leave during April 1998, the member receives no additional tax advantage for the five days of leave.

- Members who have combat leave who do not use such leave prior to separation are entitled to receive the tax benefit when selling leave, as detailed in chapter 10 of reference (a).
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SRB Benefit

Combat tax exclusion applies to the initial payment and future installment payment of a SRB associated with a reenlistment or extension executed while a member is serving in a combat zone or during any part of a month when a member served in a combat zone. If possible, it is usually best financially for an SRB eligible member to reenlist or begin serving under an extension during a month when eligible for combat tax exclusion. For example:

MK3 Jones enlisted in the CG on 8 August 1992. Due to an extension, his current expiration of enlistment is 7 October 1998. Currently, the MK rating has a Zone A SRB multiple of 2. Since MK3 Jones was aboard his unit while it was underway in the Persian Gulf from 5 April 1998 to 4 June 1998, MK3 Jones is eligible for both Imminent Danger Pay and Combat Tax Exclusion for the months of April, May, and June 1998. Per reference (g), MK3 Jones' Commanding Officer is authorized to effect early discharge and reenlist MK3 Jones 3 months prior to his 6th anniversary date (8 August 1998) for the purpose of qualifying for a Zone A SRB. If a date selected to effect the early discharge and reenlistment is in June 1998, MK3 Jones' SRB payments will be reduced by the portion of unserved service obligation (up through 7 October 1998), but it is not subject to Federal (28%) and state income tax withholding. Please review reference (g) carefully to ensure all criteria is being met.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by /s/

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU E/99

Subj: ESTABLISHMENT OF BASE DATES AND DATE OF RANK ON ACCESSION
TRANSACTIONS

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231.2, Chapter 7
(b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Appendix C
(c) Coast Guard Personnel Manual, COMDTINST M1000.6A, Article 5.C.14
(d) ALDIST 299/98
(e) ALCOAST 062/97

Introduction When a member enters/reenters the Coast Guard, the PERSRU completes the Entry into the Coast Guard event in SDA-II, in accordance with reference (a). Part of this event is the Endorsement Orders transaction, which establishes the member's Pay Entry Base Date, Active Duty Base Date, and Date of Rank. The purpose of this ALPERSRU is to clarify how the PERSRU should be setting the Pay Entry Base Date, Active Duty Base Date, and Date of Rank.

Discussion References (b) and (c) provide the rules for computing Pay Entry Base Date, Active Duty Base Date, and Date of Rank. These three dates are important data elements in PMIS/JUMPS as:

- (1) The Pay Entry Base Date is used to determine the longevity rate of the member's basic pay.
- (2) The Active Duty Base Date is used to determine when the member will be eligible for active duty retirement, and is used to compute a member's Time in Service (TIS) for enlisted advancement purposes.
- (3) The Date of Rank is used to compute the member's Time in Pay Grade in Present Rating (TIR) for enlisted advancement purposes.

References (d) and (e) temporarily modify, until 1 October 1999, the procedures in references (b) and (c) for computing Date of Rank.

- Under reference (d), enlisted reservists recalled to extended active duty are entitled to credit for ALL reserve TIR upon entering extended active duty. In other words, enlisted reservists entering on extended active duty through 30 September 1999 retain their Reserve Date of Rank.
 - Under reference (e), and implementing policy guidance from Commandant, prior service Coast Guard petty officers who reenlist in the Coast Guard within three years of separation are credited with their prior active duty TIR. In other words, E-4, E-5, and E-6 Coast Guard members who reenter the Coast Guard within three years of separation, and prior to 1 October 1999, are entitled to credit for prior TIR. (On 1 October 1999, the three-month rule in Articles 5.C.14.b.4.a and 5.C.14.b.4.e will replace the three year reentry rule.)
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Examples
prior

(1) SN Jones enlists in the Coast Guard on 4 Jan 99. SN Jones had

active duty Navy time from 15 Jun 94 to 31 May 98, and inactive Navy time from 1 Jun 98 to 3 Jan 99. SN Jones' base dates would be computed under references (b) and (c) as follows:

- Pay Entry Base Date: 94JUN15
- Active Duty Base Date: 95JAN18
- Date of Rank: 99JAN04

(2) BM3 Smith enlisted in the Coast Guard on 4 Jan 99. BM3 Smith previously served in the active Coast Guard from 22 Aug 92 to 21 Aug 96 and the inactive Coast Guard from 22 Aug 96 to 21 Aug 98. BM3 Smith held the rank of BM3 from 1 Sep 94 until separation on 21 Aug 96. BM3 Smith's base dates would be computed under references (b) and (e) as follows:

- Pay Entry Base Date: 93JAN04
- Active Duty Base Date: 95JAN04
- Date of Rank: 97JAN13

Action

PERSRUs shall establish Pay Entry Base Date, Active Duty Base Date, and Date of Rank as prescribed in this ALPERSRU and its references.

In addition to establishing the base dates, in all cases of prior service members entering the USCG/USCGR, the PERSRU shall ensure a request for statement of creditable service is submitted to HRSIC (SES) in accordance with section 5-C-3 of reference (b).

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by / /

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU F/99

Subj: PEN & INK CHANGES TO THE FORMS GUIDE, HRSICINST M5235.1

Ref: (a) E-Mail ALPERSRU S/98

Background

The BAS reform involving Partial BAS created problems when members do back to back TAD or depart PCS following TAD. Since the new Partial BAS entitlement is not time driven, BAS gets dropped. A new code was created to alleviate this problem.

Also, per reference (a), the P620 is no longer necessary for members receiving regular BAS or SEPRATS at their permanent duty station because they will continue to receive BAS or SEPRATS while TAD.

Action

When submitting the P620 returning members from TAD who will be immediately departing the permanent unit PCS or for further TAD assignment the next day, use code "D" in element code 06 (messing entitlement to be resumed at permanent/TAD unit).

For members going PCS the next day, code "D" will not restart the prior rations type and will ensure the PCS departing transaction processes correctly.

For members going to another TAD site the next day, code "D" will not restart the prior rations type and will ensure the subsequent 620 submitted the next day processes correctly.

Pen and Ink Changes

In the notes section on page VI-80 of the Forms Guide under element codes 05 & 06, line out the codes "A" (BAS) and "C" (SEPRATS) and pen in the following code and note:

"D None – Use only when going PCS or TAD the next day.

Note: When "D" is selected, no subsistence entitlement will be paid the next day. You must submit another transaction (L68B or P620) or the member will not get paid subsistence."

These changes will be noted in the future PMIS/JUMPS Analysis Manual and in Ch-1 to the SDAII Manual.

Questions

If you have questions, please contact HRSIC's Customer Service Team at (785) 357-3540

Released by / /

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU G/99

Subj: ADDRESS CHANGES AND STATE TAX WITHHOLDING

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231
(b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A

Introduction	This E-mail ALPERSRU reiterates procedures on updating the member's address and state tax information when a member reports to a new station.
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Discussion	When completing the PCS Reporting Event, as described on page 4-A-2 of reference (a), a change to the member's tax mailing address is a required transaction.
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Also, in accordance with pages 8-B-4 thru 8-B-8 of reference (b), members who have the following states as their legal residence are subject to state income tax when they are stationed inside that state:

- Arizona
 - California
 - Connecticut
 - Idaho
 - Missouri
 - New Jersey
 - New York
 - Oregon
 - Pennsylvania
 - Vermont
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Action

Upon receipt of the PCS Reporting Worksheet (CG HRSIC-2005) from the member, the PERSRU shall complete the PCS Reporting Event in accordance with reference (a).

- In all cases this event shall include a transaction to record the member's new mailing address (provided by the member on the CG HRSIC-2005).
- Additionally, if the member is a resident of one of the 10 states listed above (i.e., block 37 of the member's LES shows AZ, CA, CT, ID, MO, NJ, NY, OR, PA, or VT) the PERSRU shall:
 - (1) Require the member to submit a state tax withholding document in accordance with pages 8-B-3 thru 8-B-8 of reference (b); and
 - (2) Update the member's state tax information.

HRSIC is working on a system change to automate state tax withholding in these situations. HRSIC will also print a LES remark for members who have a legal residence of AZ, CA, CT, ID, MO, NJ, NY, OR, PA, or VT stating that they are subject to state tax withholding if stationed in the state of legal residence.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU H/99

Subj: SERIES "I" BOND PAYROLL DEDUCTION (ALLOTMENT) AVAILABILITY

Ref: (a) ALDIST 170/99, SERIES "I" SAVINGS BOND PAYROLL AVAILABILITY
(b) PERSONNEL AND PAY PROCEDURES MANUAL, HRSCINST M1000.2A
(c) Source Data Automation II User Manual, HRSICINST M5231.2 (series)

Introduction This E-mail ALPERSRU describes procedures on processing the new Series "I" Bonds.

Discussion The 1999 Bond Drive begins in May. This year there is a new savings bond, the Series "I" Bond. The description of the new Series "I" Bond is discussed in reference (a). Members desiring to sign up for payroll deduction for the new Series "I" Bond will fill out the worksheet in the bond drive packet. This will be forwarded to the member's PERSRU. After the bond drive, and until the allotment worksheet in reference (b) is updated, members desiring to sign up for a Series "I" Bond will fill out information in reference (a) and forward it to their PERSRU. Series "I" Bonds will be in addition to the existing Series EE Bonds. Members may sign up for either savings bond or both.

Also note that it is important to change a bond address immediately upon moving. This month HRSIC has received 200 bonds back as nondeliverable. Remember that the U.S. Post Office cannot forward savings bonds, regardless if a current forwarding address is on file. A "P-800" changes the bond allotment address.

Members who desire additional information about Series "I" Bonds beyond that provided in reference (a) can get information about them on line at www.savingsbonds.gov.

Action	<p>For Series “I” Bonds only: HRSIC will have SDA II software available for Series “I” Bond input no later than 20 May 1999.</p> <ul style="list-style-type: none"> • Since the bond drive will begin in May before the SDA II software is available, hold any worksheets for Series “I” Bonds until SDA II software with the new bond deductions is available. In order for bond deductions to begin in June, entry in PMIS/JUMPS must be made prior to mid-month compute June. • Under SDA II input for Series “I” Bonds, the PERSRU will have to record the frequency of the new bond. This is a change from the way Series EE Bonds are processed, so it is important to note the correct actual monthly deduction that the member desires. <p>For Series EE Bonds: Signups for Series EE Bonds may be recorded in SDA II when received.</p>
Directives Affected	<p>The contents of this ALPERSRU will be incorporated into future changes to references (b) and (c).</p>
Questions	<p>Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.</p>

Released by //

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU I/99

Subj: OVERSEAS EXTENSION TO THE TRICARE FAMILY MEMBER DENTAL PLAN (TFMDP)

Ref: (A) ALDIST 130/99

Introduction	This E-mail ALPERSRU announces the overseas extension to the TRICARE Family Member Dental Plan (TFMDP).
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Discussion	<p>The TFMDP currently provides dental coverage to family members of active duty uniformed services personnel in the U.S., Canada, Guam, Puerto Rico, and the U.S. Virgin Islands (the “CONUS” dental service area). In the near future, the TFMDP will be extended to provide coverage to family members in all other countries, island masses, and territorial waters not listed above (i.e., OCONUS dental service area). The OCONUS dental service area is divided into two types of locations: non-remote and remote. The OCONUS dental expansion will occur in two phases.</p> <ul style="list-style-type: none">• Effective 1 May 1999, enrolled family members can receive care for covered services from OCONUS providers in “remote” OCONUS locations (countries where the uniformed services have no fixed overseas dental treatment facility (ODTF) or have a “part time” ODTF). Referrals are not required for non-orthodontic care. Family members may seek care from any provider for covered non-orthodontic services, but are encouraged to visit designated providers. For orthodontic care, a Non-Availability and Referral Form issued by the overseas lead agent, or designee, is required and family members must visit a designated provider.• On 1 October 1999, coverage will be extended to the remaining “non-remote” OCONUS locations (countries where the uniformed services have a fixed, full-time ODTF. This includes major European and Asian countries such as Germany, England, Italy, Japan, Korea, etc.) If the ODTF in non-remote locations is unable to provide specific services, enrolled family members must obtain a Non-Availability and Referral Form from their servicing ODTF and be seen by a dentist on the OCONUS provider listing in order for United Concordia (the TFMDP contractor) to process these services for payment.
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Additional Information	Different policies exist if family members receive dental care in the dental CONUS area or OCONUS area. Members should review the appropriate sections of the revised Benefit Booklet.
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**Additional
Information**
(continued)

For information about the Overseas TRICARE Family Member Dental Plan (OTFMDP) in specific overseas locations, contact the Dental Project Officer at the appropriate Lead Agent Office:

Pacific Area Lead Agent Office , LT COL David Reid, (808) 433-3687,
reidd@tpso.tamc.amedd.army.mil

Europe Area Lead Agent Office , LCDR Geralyn Haradon, DSN 496-6319/6312/6314, Geralyn.Haradon@SEMBACH.af.mil

Latin America Lead Agent Office, MAJ Thomas Wagner, (706) 787-2010,
maj_thomas_wagner@ddeamc.smtplink.amedd.army.mil

Information is also available from the USCG Maintenance and Logistics Commands Health Benefits Advisors at (800) 9-HBA-HBA.

Sponsors and family members in the OCONUS service area can call United Concordia OCONUS dental unit at 717-975-5017 between 3 a.m. and 8 p.m. EST or e-mail them at fmdpoconus@ucci.com for additional information.

Action

Unit Commanding Officers shall advise eligible members (members transferring to the OCONUS dental area or currently stationed in the OCONUS dental area) that:

- Their family members may be eligible for TFMDP.
- Coverage and enrollment is automatically extended for TFMDP enrolled family members.
- There are no additional forms to complete for those members currently enrolled.
- Members can still disenroll when they are reassigned to overseas locations.
- Members returning from overseas assignments with their family members can still enroll if they have between 12-23 months of active service remaining.
- Premiums remain the same.
- Family members will be eligible for the same benefits (i.e., covered services) in both the CONUS and OCONUS service areas. Family members should be advised, however, that not all services may be available/accessible in all OCONUS locations.

Additional information is available per the resources listed in this ALPERSRU.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

E-Mail ALPERSRU J/99

Subj: REPORTING OF OHA AMOUNTS BASED ON FOREIGN CURRENCY

Introduction This E-mail ALPERSRU was necessitated by the Per Diem Travel and Travel Allowance Committee's (PDTATAC) new policy of supplying OHA table amounts in foreign currency in those areas where rent is paid in foreign currency.

Discussion Twice a month, HRSIC receives a file from PDTATAC containing rate changes that have occurred for various overseas locations. This file no longer provides HRSIC the U.S. dollar amount for those locations where rent is paid in foreign currency. In order for HRSIC to update an OHA account affected by a foreign currency change within this file, additional data fields were required.

Segment 46 Modifications To accommodate foreign currency amounts, fields to identify the amount, currency code, and exchange rate for ceiling/utility information have been added. Also, a new field, which will contain the rent paid in foreign currency, has been created. These new fields will be updated internally by HRSIC and will not require additional input from the PERSRUs now or for future transactions. The following explains the relationship between the old and new data fields within segment 46 for those members whose currency code does not equal "US":

JFTR CEILING AMOUNT multiplied by the CEILING EXCHANGE RATE will equal the amount contained in the US-CEILING field.

JFTR UTILITY AMOUNT multiplied by the UTILITY EXCHANGE RATE will equal the amount contained in the US-UTILITY field.

The amount contained in the RENT PAID IN FC will equal the US-RENT amount divided by the CEILING EXCHANGE RATE.

The US-RENT amount will equal the RENT PAID IN FC multiplied by the CEILING EXCHANGE RATE.

At present, the Coast Guard has 19 members whose currency code is other than "US".

Action Whenever an OHA start or change (P609) is being prepared, PERSRUs must continue to enter into SDA II amounts converted to the U.S. dollar. PERSRU input procedures for the P609 have not changed.

HRSIC recommends that website www.dtic.mil/perdiem/rateinfo.html (within the Appendix K heading) be accessed in order to obtain the most current listings of OHA amounts.

Questions Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by // PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU K/99

Subject	PROCEDURES FOR RESERVISTS ENLISTED UNDER THE RY PROGRAM
References	(a) Reserve Policy Manual, COMDTINST M1001.28 (series), Section 5.B. (b) Source Data Automation II User Manual, HRSICINST M5231.2 (series)
Purpose	This ALPERSRU modifies procedures for reservists who are enlisted under the RY program.
Background	<p>"R" stands for Reserve Category and "Y" is the Reserve Class. RY is a general program designed to recruit and train non-prior service members, age 18 through 27. The program consists of a minimum of 12 weeks of IADT which includes Recruit Training and On-the-job training (OJT). There are no guarantees of class "A" school.</p> <p>RY's are first sent to Training Center Cape May for recruit training. Upon graduation, they perform duty at their unit or a unit with a similar mission. The OJT is 30 consecutive days commencing the day the RY arrives at the OJT site.</p>
Current Process	<p>RY reservists are currently processed as follows:</p> <ul style="list-style-type: none">(a) Training Center Cape May (PERSRU) completes the Entry Into The Coast Guard Event to assess the member into the Coast Guard Reserve.(b) Training Center Cape May (PERSRU) completes an R990 transaction to record the IADT.(c) Upon graduation from recruit training, Training Center Cape May (PERSRU) completes P341 and P230 transactions to record training, advancement, and Reserve MGIB elections.(d) Thirty-five days after graduation from recruit training, Training Center Cape May (PERSRU) completes R991, R975, and L68C transactions to record completion of IADT, leave disposition, and to transfer the member to his/her assigned unit.
New Process	The following new process is prescribed for processing reservists enlisting and performing IADT under the RY program. These procedural changes are necessary to ensure RY reservists receive appropriate pay entitlements and are tracked from enlistment through completion of IADT.

Who	When	Event/Transaction Completed	Reference
PERSRU Cape May	Upon Enlistment	Entry Into The Coast Guard Event Depart/Report ADT (R990) Transaction	7-C-1, ref (b) 2-B-33, ref (b)
PERSRU Cape May	Upon Graduation	Complete School Transaction (P341) (recording advancement if appropriate) Record Reserve MGB Eligibility Status Transaction (P230) PCS Departing Event (showing effective time of 0500)	2-A-68, ref (b) 2-B-8, ref (b) 3-B-1, ref (b)
PERSRU (Receiving)	After Graduation	Reporting Orders (L68C) Transaction. (Use same effective date as PCS Departing, with an effective time of 0530) Notes: (1) Do not show any delay enroute on the reporting L68C transaction. (2) Do not complete an R910 (Change Category, Class Pay Status) transaction.	4-B-1, ref (b)
PERSRU (Receiving)	Upon completion of Leave Enroute	Leave Authorization Transaction (L63B) Example: Member departs Cape May 99MAR19, and is authorized 5 days of leave enroute to the OJT site. Leave papers will charge member leave from 1200, 99MAR19 to 0600, 99MAR25 (inclusive dates of 99MAR20 thru 99MAR24).	2-A-206, ref (b)
PERSRU (Receiving)	Day after Last Inclusive Date of Leave	Start Subsistence Allowance Transaction (P607) Start/Change BAH Transaction (P606) Tax Information – Mailing Address Transaction (L6EB) Note: A P606 transaction is required <u>only</u> if BAH code is changing to BAH Code “G”. Example: Member’s leave expires 0900, 99MAR24. P607 and L6EB will be submitted effective 99MAR25. If P606 is needed, it also will have an effective date of 99MAR25.	2-A-149, ref (b) 2-A-120, ref (b) 2-A-226, ref (b)
PERSRU (Receiving)	Upon Completion of IADT/OJT	Stop Basic Pay, BAH, BAS Transaction (R991) Process Lump Sum Leave Payment Transaction (R975)	2-B-39, ref (b) 2-B-26, ref (b)
PERSRU (Receiving)	Day after R975 Transaction	Change Category, Class, Pay Status Transaction (R910)	1-D, ref (a), 2-B-17, ref (b)

E-Mail ALPERSRU L/99

Subj: DISCREPANCY ON CERTAIN MAY 1999 LEAVE AND EARNINGS STATEMENTS

Purpose	This E-mail ALPERSRU provides notification of an error on certain May 1999 Leave and Earnings Statements (LES's).
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Discussion	<p>There is an error in blocks 23 and 24 (Next Month Pay Period Estimates) on certain members' May 1999 LES's. The error occurred on members who have additional federal income tax withholding (Add Tax). 1,506 members currently have Add Tax.</p> <p>A recent change to HRSIC's computer programs resulted in the projected pay routine ignoring Add Tax. By ignoring Add Tax, blocks 23 and 24 for the affected members is overstated. For example, if a member's normal pay is \$1,000 per pay day and the member has \$200 per month Add Tax, blocks 23 and 24 of the member's LES should show \$1,000 projected for the 15 June and 1 July 1999 pay days. However, because of the programming error, blocks 23 and 24 show \$1,100 projected for these pay days.</p> <p>The programming problem ONLY affects the projected amount of pay in blocks 23 and 24. It does NOT affect the actual pay amounts members will receive on 15 June and 1 July 1999.</p>
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Action	<p>HRSIC has compiled a list of the 1,506 affected members. If you need a list of affected members served by your PERSRU, please contact the HRSIC Customer Service Team at 785-357-3540 or via E-Mail at HRSIC-CST.</p> <p>We sincerely apologize for the reporting error on the May 1999 LES's. If you have any questions, please contact us at 785-357-3540.</p>
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Released by //

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU M/99

Subj: ESTABLISHMENT OF THE MARINE SCIENCE TECHNICIAN RATING IN THE RESERVE COMPONENT

Ref: (a) ALCGRSV 014/99 (R 022045Z JUN 99)
(b) COMDTINST 1223.1 dtd 11 MAR 1999

Introduction	This E-mail ALPERSRU clarifies who will effect the lateral change in rating in PMIS of those reservists selected to establish the reserve MST rating.
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Discussion	Reference (a) announced the names of those current PS rating members who have been selected to lateral to the MST rating effective 15 JUN 1999. It is silent on the subject of who will effect those laterals in the PMIS data base. Reference (b) stipulates that HRSIC will effect those changes of rating in PMIS. PERSRU members unfamiliar with the contents of reference (b) may incorrectly infer that they should enter PMIS transactions for those members within their AOR. HRSIC has already received inquiries from PERSRU personnel on this subject.
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Action	PERSRUs shall <u>NOT</u> enter PMIS transactions to lateral individual reservists to the MST rating. Individual transactions from PERSRUs may incorrectly modify the individual's Date of Rank and jeopardize their eligibility for advancement.
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Questions	Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.
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Released by //

R. J. WILLIAMSON

E-Mail ALPERSRU N/99

Subj: CHANGES TO FORM CG-4170A, BAH/DEPENDENCY/EMERGENCY DATA AND PERSONNEL DATA INFORMATION FORM (PDIF)

Ref: (a) Personnel And Pay Procedures Manual, HRSICINST M1000.2A

Introduction	This E-mail ALPERSRU describes changes to Form CG-4170A, BAH/Dependency/Emergency Data and to the Personnel Data Information Form (PDIF).
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Discussion	<p>Block 22 of Form CG-4170A, BAH/Dependency/Emergency Data contains information from the Servicemembers' Group Life Insurance (SGLI) election as officially recorded on Form SGLV-8286. This data is no longer required on the CG-4170A and has been captured on the Personnel Data Information File (PDIF).</p> <p>Form CG-4170A will be revised in SDAII to reflect this change on the next update. Previous versions of the CG-4170A may be maintained, however, the information on the SGLI block should be disregarded until all CG-4170As have been replaced. Change 4 to reference (a) is scheduled for release in July, 1999 and will reflect this change.</p> <p>The PDIF has been reformatted to make it more "user-friendly", and to eliminate unnecessary or obsolete information.</p>
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Action	The SGLV-8286 remains the only official form for SGLI election, and the source document for data entry by PERSRUs. PDIFs shall continue to be distributed quarterly to units in accordance with page 5-C-5 of reference (a). Personnel should be encouraged to review PDIF data frequently to ensure SGLI election and all other important information is current.
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Questions	Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.
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Released by //

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU O/99

**Subj: EXPANSION TO SUSPEND, REMOVE SUSPENSION OR STOP BONUSES
(P602) TRANSACTION**

Ref: (a) SDAII Version Upgrade 2T.1
(b) Source Data Automation II User Manual HRSICINST M5231.2

Introduction This E-mail ALPERSRU describes the changes required to Suspend, Remove Suspension or Stop Bonuses (P602) in SDAII.

Discussion Several new bonuses have been added to enlist and reenlist active and reserve members in the Coast Guard. The transaction to suspend, remove suspension or stop a bonus must be expanded to include the type of bonus that will be affected.

Action PERSRUs need to add the applicable object code that matches the bonus they are suspending, removing suspension or stopping. In order to assist, a help wheel has been added listing all types of bonuses. Below are the changes made to the P602:

CODE	ELEMENT	ELEMENT DESCRIPTION
01	Enter valid object code(12653, etc)	SUSPEND BONUS (see NOTES)
02	Enter valid object code(12653, etc)	REMOVE BONUS SUSPENSION (see NOTES)
03	Enter valid object code(12653, etc)	STOP BONUS (see NOTES)
04	Date (YYMMDD)	EFFECTIVE DATE OF BONUS

NOTES: The Object Code found in VDE 01, 02, or 03 must correspond to the Object Code found in the appropriate segment 30 or 42.

Continued on next page

Action (cont.)

Valid Object Codes are:

- 1265 - Selective Reenlistment Bonus (Segment 42)
- 12651 - Special Enlistment Bonus (Segment 42)
- 12652 - "A" School/Striker Incentive Program (Segment 42)
- 12653 - Enlisted Bonus (Non Prior Svc) (Segment 30)
- 12654 - Enlisted Bonus (Prior Svc) (Segment 30)
- 12655 - SELRES Reenl/Ent LVL I/3yrs (Segment 42)
- 12656 - SELRES Reenl/Ent LVL I/6yrs (Segment 42)
- 12657 - SELRES Reenl/Ent LVL II/3yrs (Segment 42)
- 12658 - SELRES Reenl/Ent LVL II/6yrs (Segment 42)
- 12659 - Non-Rated Enlistment Bonus (Segment 30)
- 1265A - SELRES PRIOR SERVICE LVL I/3yrs (Segment 42)
- 1265B - SELRES PRIOR SERVICE LVL I/6yrs (Segment 42)
- 1265C - SELRES PRIOR SERVICE LVL II/3yrs (Segment 42)
- 1265D - SELRES PRIOR SERVICE LVL II/6yrs (Segment 42)
- 1265E - SRB NON-TAX (Segment 42)
- 1265F - SELRES Enlistment LVL I/6yrs (Segment 42)
- 1265G - SELRES Enlistment LVL II/6yrs (Segment 42)
- 1265H - SELRES Affiliation Bonus (Segment 42)

Below is a Transaction Table outlining procedures for suspending, removing suspension or stopping SELRES bonuses. This table will appear in the next change to the SDAII User Manual.

Continued on next page

SELRES TRANSACTION TABLE

IF THE MEMBER IS RECEIVING A SELRES AND THE FOLLOWING OCCURS	MEMBER'S SELRES ENTITLEMENT SHALL BE			AND SUSPEND, REMOVE SUSPENSION OR STOP SELRES TRANSACTION MUST BE SUBMITTED SHOWING		REF
	TERMINATED/ RECOUPED	SUSPENDED	REINSTATED	EFFECTIVE DATE	WITH ELEMENT CODES	
<u>Member's Inactive Duty Training (IDT)</u> participation is unsatisfactory.	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.a COMDTINST 7220.1A
<u>Member does not perform Annual Training (AT)</u> and does not receive an AT waiver prior to the end of the anniversary year.	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.b COMDTINST 7220.1A
<u>Member is processed for separation</u> , including termination from the SELRES, for any reason other than death, injury, illness, or other impairment not result of own misconduct.	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.c COMDTINST 7220.1A
<u>Member accepts a commission</u> as an officer or warrant officer in the Coast Guard Reserve. (No recoupment of previously authorized payments will be made if more than two years has elapsed since initial payment date.)	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.d COMDTINST 7220.1A
<u>Member stops serving</u> in their bonus-eligible rating (unless authorized continued bonus entitlement by CGPC-rpm).	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.e COMDTINST 7220.1A
<u>Member voluntarily transfers</u> from bonus eligible billet or unit to a non-bonus eligible or unit. NOTE: If member is transferred due to advancement, recoupment and termination action will not be initiated unless the member has served less than one-half of their contracted service obligation.	X			Date found on Initiation of Termination and Recoupment Action of Bonus, Encl(6) to COMDTINST 7220.1A	03 04	Encl (7) Paragraph 3.f COMDTINST 7220.1A
<u>Violation of weight standards</u>		X		Do not submit this transaction. The Height /Weight measurement (333) transaction will automatically suspend payments		Paragraph 5.b(6) COMDTINST 1020.8
<u>Meets weight standards</u> after being overweight			X	Date meets weight standards	02 04	Paragraph 5.b(6) COMDTINST 1020.8

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540 or via e-mail at CST/HRSIC.

Released by //

PAUL GAUTHIER
Executive Officer

E-Mail ALPERSRU P/99

Subj: SERIES EE AND I SAVINGS BOND CHANGES TO SDA II FOR THE ENTRY OF BENEFICIARY-CO/OWNER

Introduction	This E-mail ALPERSRU describes changes to SDA II entry of the beneficiary or co-owner of series I and EE savings bonds.
Discussion	Previous SDA II edits were designed for series EE bonds and required mandatory entries in either the co-owner or beneficiary block. When the new Series I bonds were implemented, SDA II edits incorrectly included the co-owner or beneficiary as mandatory blocks.
Registration Options	<p>There are three registration options available for both the series EE bonds and the series I bonds. They are:</p> <ul style="list-style-type: none">• Single Ownership: Only the registered owner may cash. On the death of the owner the bond becomes part of the owner's estate.• Co-ownership: Either owner may cash the bond without the knowledge or approval of the other. On the death of one co-owner, the other becomes the sole owner of the bond.• Beneficiary: Only the owner may cash the bond during his or her lifetime. The beneficiary, if he or she survives the owner, automatically becomes the sole owner of the bond when the original owner dies.
Action	<p>HRSIC will change SDA II edits in the next release to allow for entry of the bond without the mandatory co-owner or beneficiary. No other changes have been made to either the series EE bonds or the series I bonds.</p> <p>In the interim, for those members wanting to record the bond as single ownership, check either the co-owner or beneficiary option and record the member's own name and information in those blocks.</p>
Questions	Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

GIL SENA
Executive Officer

E-Mail ALPERSRU Q/99

Subj: PROCEDURES FOR REPORTING ENTITLEMENT TO IMMINENT DANGER PAY AND COMBAT TAX EXCLUSION

Ref: (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Personnel and Pay Procedures Manual, HRSICINST MIOOO.2 (series)
(c) Source Data Automation II User Manual, HRSICINST M5231.2 (series)
(d) E-Mail ALPERSRU D/99
(e) COMDTINST 7220.33 of 29 Dec 98 (Subj: Reenlistment Bonus Programs Administration)

Purpose This E-mail ALPERSRU clarifies entitlements to:

- Imminent danger pay (section 1)
- Combat tax exclusion (section 2)

Background This ALPERSRU is an update of reference (d). Tables listing areas qualified for Imminent Danger Pay (IDP) and Combat Tax Exclusion are provided, along with recent policy/procedural changes.

Directives Affected Reference (d) is canceled.

SECTION 1 – Imminent Danger Pay

Introduction Imminent Danger Pay is an entitlement to members who meet the special conditions described in reference (a). This special pay is in addition to any other pay and allowances a member may be entitled.

Qualified Areas for Imminent Danger Pay Areas designated as qualifying for imminent danger pay are listed below.

Note: This table includes information which will be reflected in a future change to reference (a).

COUNTRY/AREA	COVERED AREAS	
	LAND/ SEA AREA	AIRSPACE ABOVE
Adriatic Sea	X	X
Afghanistan	X	X
Albania	X	X
Algeria	X	
Angola	X	
Azerbaijan	X	
Bahrain	X	X

Bosnia-Herzegovina	X	X
Burundi	X	
Cambodia	X	
Columbia	X	
Croatia	X	X
Egypt	X	
El Salvador	Note 1	
Georgia and Abkhazia	Note 2	
Greece	Note 3	
Haiti	X	
Hungary	Note 4	
Ionian Sea	Note 5	Note 5
Iran	X	
Iraq	X	X
Italy	Note 6	
Jordan	X	
Kuwait	X	X
Lebanon	X	
Liberia	X	
Macedonia	X	X
Montenegro	X	X
Pakistan	X	
Persian (Arabian) Gulf	X	X
Peru	X	
Qatar	X	X
Rwanda	X	
Saudi Arabia	X	X
Serbia	X	X
Sierra Leone	X	
Somalia	X	X
Sudan	X	X
Tajikistan	X	
Turkey	Note 7	Note 7
Yemen	X	
Yugoslavia	X	X
Zaire	X	

Note 1: Except Compalapa International Airport and Ilopango Air Base.

Note 2: Only the land area of Georgia and Abkhazhi lying north of 42 degrees north latitude and west of 43 degrees east longitude.

Note 3: The land area within a 14 km radius from the center of Athens (37-58N, 23-43E), the land area of Souda Bay (all military installations including the Port of Souda Bay), the land area within a 25 km radius from the center of Thessaloniki (40-27N, 22-59E), and the waters of Thermaikos Kolpos north of 40-15N.

Note 4: Only the land area within 50 km radius of Taszar (46-35N, 17-55E)

Note 5: Portions of the sea area and airspace lying north of 39N.

Note 6: Land areas of Aviano Air Base, Cervia Air Base, Gioia del Colle Air Base and Trapani Air Base; all military installations in Vicenza; all military installations in Naples, including the Port of Naples; all military installations in Sigonella and Augusta Bay, including the ports of Catania and Agusta Bay; all military installations in Gaeta, including the Port of Gaeta; and all military installations in Bari.

Note 7: Excluding the Turkish Straits (i.e., the Dardanelles, the Sea of Marmara, and the Bosphorus Straits) and including the limited airspace south of 37-45N and east of 43-00E.

**Rules for
Imminent
Danger Pay**

any

The following rules apply when determining entitlement to Imminent Danger Pay:

- A member who serves on official duty in one of the designated areas for part of a month is entitled to imminent danger pay for the entire month.
- In those areas where airspace is designated, personnel who fly through the area are eligible for payment if the members are assigned to official temporary duty to the airspace of the combat zone.

**Amount of
Imminent
Danger Pay**

The current monthly rate of imminent danger pay is \$150.00.

**Procedure
For Payment
Of Imminent
Danger Pay**

The procedures for certifying entitlement to imminent danger pay are provided on page 7-A-7 of reference (b) and pages 2-A-137 through 2-A-142 of reference (c).

SECTION 2 – Combat Tax Exclusion

Introduction

Certain income earned by members of the Armed Forces while in a combat zone designated by the President is not subject to withholding of federal or state income tax.

Qualified Areas For Combat Tax Exclusion

Section 8-G-2 of reference (a) designates combat zones which qualify for federal income tax exclusion. The current designated areas are:

COUNTRY / AREA	COVERED AREAS INCLUDE:			
	LAND	INLAND WATERS	COASTAL WATERS	AIRSPACE ABOVE
Adriatic Sea			X	X
Albania	X		X	X
Arabian Sea	See Ref A			
Bahrain	X		X	X
Bosnia-Herzegovina	X			X
Croatia	X			X
Greece	See Note 3 Above			
Gulf of Aden			All Gulf	X
Gulf of Oman			All Gulf	X
Hungary	See Note 4 Above			
Iraq	X		X	X
Italy	See Note 6 Above			
Kuwait	X		X	X
Ionian Sea			X	X
Oman	X		X	X
Macedonia	X			X
Persian Gulf			All Gulf	X
Qatar	X		X	X
Red Sea			All Sea	X
Saudi Arabia	X		X	X
United Arab Emirates	X		X	X
Yugoslavia (Serbia, Kosovo, Montenegro)	X		X	X

Rules for Combat Tax Exclusion

The following rules apply when determining income tax exclusion for duty in a combat zone.

- A member who is present on official duty in a combat zone, no matter how brief, qualifies for combat tax exclusion for that month.
- When the airspace over a combat zone is included as part of the zone, members who pass over or through the combat zone during the course of a trip between two points, both of which lie outside the zone, are entitled to an exclusion only if the members are assigned to official temporary duty to the airspace of the combat zone or qualify for hostile fire/imminent danger pay as a result of the flight.
- Members performing military duties in areas outside a designated combat

zone in support of military operations in a combat zone, who qualify for imminent danger pay, also qualify for combat tax exclusion.

**Amount of
Combat Tax
Exclusion**

For enlisted members and warrant officers, all taxable military pay items earned by a member during a month while serving in a combat zone are excluded from federal and state taxation.

For officers 0-1 and above, the first \$4,503.00 per month of taxable military pay items are excluded from federal taxation.

Note 1: The \$4,503.00 figure increases annually to match the current base pay rate for an E-10.

Note 2: Imminent danger pay (if entitled) is not included in the \$4,503.00 ceiling.

Members entitled to combat tax exclusion will not have any Federal/State income tax withheld from the exempted amount of their pay. Voluntary withholding of this amount is not permitted.

**PERSRU
Procedures**

The procedures for recording entitlement to combat tax exclusion are contained on pages 2-A-143 through 2-A-148 of reference (c).

**Extension
of filing date
for tax returns**

Members serving in a combat zone are allowed an extension of up to 180 days to file their federal income tax return, as described in Section 8-G-7 of reference (a).

The due date for filing state tax returns is regulated by each state. Members serving in a combat zone should contact their state tax office regarding the postponement of filing state tax returns.

**Wages
Associated
With Leave
Earned While
In A Combat
Zone**

Leave earned by a member in a combat tax exclusion zone is not taxed when that leave is used.

Example: If a member serves in a combat tax exclusion zone from 10 March to 20 April 1999, the member earns two months of tax exclusion benefits and 5 days of tax-free leave (provided the member was on active duty the entire month). When the member uses those 5 days leave, the compensation paid the member while on leave is excludable from taxable gross income.

The following rules apply to tax-free leave:

- For officers 0-1 and above, the TOTAL of combat-free wages plus combat-free leave earned during a given month may not exceed \$4,503.00 (without IDP) or \$4,653.00 (with IDP).
- Leave earned in a combat tax exclusion zone is the FIRST leave used after leaving the combat tax exclusion zone.
- Leave earned in a combat tax exclusion zone that is used during a month a member is in a combat tax exclusion status is counted as part of the tax-free wages for that month.

Example: If an individual is in a combat zone from 10 March to 20 April 1999, and takes five days leave during May 1999, the compensation paid

the member while on leave is tax-free. However, if this member takes five days leave during April 1999, the member receives no additional tax advantage for the five days of leave.

- Members who have combat leave who do not use such leave prior to separation are entitled to receive the tax benefit when selling leave, as detailed in chapter 10 of reference (a).

SRB Benefit

Combat tax exclusion applies to the initial payment and future installment payment of a SRB associated with a reenlistment or extension executed while a member is serving in a combat zone or during any part of a month when a member served in a combat zone. If possible, it is usually best financially for an SRB eligible member to reenlist or begin serving under an extension during a month when eligible for combat tax exclusion. For example:

MK3 Jones enlisted in the CG on 8 August 1992. Due to an extension, his current expiration of enlistment is 7 October 1998. The MK rating has a Zone A SRB multiple of 2. Since MK3 Jones was aboard his unit while it was underway in the Persian Gulf from 5 April 1998 to 4 June 1998, MK3 Jones is eligible for both Imminent Danger Pay and Combat Tax Exclusion for the months of April, May, and June 1998. Per reference (e), MK3 Jones' Commanding Officer is authorized to effect early discharge and reenlist MK3 Jones 3 months prior to his 6th anniversary date (8 August 1998) for the purpose of qualifying for a Zone A SRB. If a date selected to effect the early discharge and reenlistment is in June 1998, MK3 Jones' SRB payments will be reduced by the portion of unserved service obligation (up through 7 October 1998), but it is not subject to Federal (28%) and state income tax withholding. Please review reference (e) carefully to ensure all criteria is being met.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by /s/

GIL SENA
Executive Officer

E-Mail ALPERSRU R/99

Subj: SDAII CENTRALIZATION AND WORKSTATION III ACCESS

Introduction This E-mail ALPERSRU describes User Access Authorization Form requirements for SDA II on Workstation III.

Discussion User Access Authorization Forms will be required for all users (Active and Reserve) in order to access SDAII on Workstation III. Complete the form as shown in the example below. Acknowledgment, (Signature and Date) are required on the form.

Example	User's Name YNC John W. Doe or John W. Doe (civilian)	Unit Name CG Group Anywhere	
	SSN: 999 99 9999		
	Chief of PERSRU Y/N Auditor Y/N	DISTRICT OPFAC RU 53 47400 02	User Phone # 999/999-9999

Action Attached is the User Access Authorization Form. A copy shall be given to each user, including Reserve members who access SDAII. This should be completed within 5 days of receipt and returned so that no delays are encountered during implementation of SDAII Centralization.

Batch together completed and signed forms and mail to:
Commanding Officer (SDAII)
USCG, Human Resources Service and Information Center
444 S. E. Quincy St.
Topeka, KS 66683-3591

If a user is on leave for an extended period or a reserve member will not be drilling for several weeks, have him/her complete and return at the earliest possible date.

HRSIC will forward completed forms to OSC who will add users based on receipt of access authorization form. Without a signed form, the user will not have access to SDAII on Workstation III.

Questions Questions may be directed to the HRSIC SDAII Team at 785-357-3648.

Released by //

G. E. SENA
Executive Officer

U. S. Department of Transportation		USER ACCESS AUTHORIZATION/REVOCACTION	
User's Name		Unit Name	
SSN			
Chief of PERSRU Y / N Auditor Y / N		DISTRICT OPFAC RU	User Phone #
Part 1 - Authorization to Access Automated Information Systems			
System: SDAII Database		<i>For System Administrator's Use</i>	
		Login Name	Activated Canceled
<p align="center">Scope of Authorization</p> <p><i>Subject to the limitations which follow, the user is authorized access to the computer systems identified above. This authorization contains no implied authorization to access any computer system of the United States Government not specifically identified herein, and will be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the Information Systems Security Officer to be in the best interest of the Government.</i></p> <p>WARNING: Only Authorized Users May Use These Systems. To protect these systems from unauthorized use and to ensure that these systems are functioning properly, system administrators monitor these systems. Individuals using these systems without authority, or in excess of their authority, are subject to having all of their activities on these systems monitored and recorded by system personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, management may authorize system personnel to provide the evidence of such monitoring to law enforcement officials.</p> <p>LIMITATIONS:</p>			
Authorizing Official (<i>Signature and Date</i>)		IS Security Officer (<i>Signature and Date</i>)	
<p align="center">Acknowledgment</p> <p>I understand that I am authorized to access the computer systems identified above and that accessing them for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al). My password meets the DOT Information Systems Security requirements, and I may be held responsible for my inappropriate protection or sharing of my password.</p>			
_____ User's Signature		_____ Date	
Part 2 – Revocation of Access Authority			
<p align="center">Notice to User</p> <p>You are hereby notified that the above access authorization has been revoked and the associated login name and password have been canceled. To access a United States Government computer without authorization is a violation of Federal law (18 U.S.C. 1030 et al). <i>Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</i></p>			
_____ Information Systems Security Officer's Signature		_____ Date	
<p align="center">Acknowledgment</p>			
_____ User's Signature		_____ Date	

PRIVACY ACT INFORMATION

E-Mail ALPERSRU S/99

Subj: PMIS/JUMPS PROCESSING SCHEDULE FOR OCT 1999 THROUGH JAN 2000

**Processing
Schedule**

PMIS/JUMPS cutoff dates for processing transactions (including allotments)
for the Paydays shown are as follows:

PAYDAY	TRANSMITTAL CUTOFF	FIRST UPDATE	TRANSMITTAL CUTOFF	FINAL UPDATE
15-Oct-99	27-Sep-99	28-Sep-99	5-Oct-99	6-Oct-99
1-Nov-99	13-Oct-99	14-Oct-99	20-Oct-99	21-Oct-99
15-Nov-99	27-Oct-99	28-Oct-99	3-Nov-99	4-Nov-99
1-Dec-99	10-Nov-99	12-Nov-99	18-Nov-99	19-Nov-99
15-Dec-99	29-Nov-99	30-Nov-99	6-Dec-99	7-Dec-99
30-Dec-99	13-Dec-99	14-Dec-99	19-Dec-99	20-Dec-99
14-Jan-00	28-Dec-99	29-Dec-99	4-Jan-00	5-Jan-00
1-Feb-00	12-Jan-00	13-Jan-00	20-Jan-00	21-Jan-00

The Transmittal Cutoff Time for every Cutoff Date is 2100 (9:00 PM) Central Time.

Questions may be directed to the HRSIC Customer Service Team at
785-357-3540.

Released by //

G. E. SENA
Executive Officer

E-Mail ALPERSRU T/99

Subj: SPECIAL DUTY ASSIGNMENT PAY FOR 1 OCTOBER 1999

Introduction ALDIST 265/99 published new Special Duty Assignment Pay (SDAP) rates and eligibility requirements effective 1 October 1999.

Action An SDA II Start SDAP Transaction must be submitted for each member who remains eligible or becomes eligible under the new rules to receive SDAP on 1 October 1999 or thereafter. The following process applies:

- All open, current PMIS/JUMPS SDAP Segments will be closed automatically effective 30 September 1999. **NO PERSRU ACTION** is required for this stop action.
- PERSRUs must submit Start SDAP Transactions (Option "A" from the Pay Adjustments Menu in SDA II) for members who are eligible for SDAP (IAW ALDIST 265/99) on 1 October 1999.

IMPORTANT NOTE: A change to the SDA II software will not be required for this cycle. A P607 must be input prior to the 2 October 1999 cutoff to prevent an interruption of a member's SDAP.

Continued on next page

New Codes

The following are the new codes for starting SDAP Transactions effective 1 October 1999:

CODE	SDAP DESCRIPTION	CATEGORY	RATE
S5	OIC Afloat	SD-5	\$275
T4	OIC IMARV	SD-4	\$220
T4	OIC Ashore (PAR STA)	SD-4	\$220
T3	OIC Ashore (All Other)	SD-3	\$165
A4	Surfman (Certified)	SD-4	\$220
Y4	Helo Rescue Swimmer	SD-4	\$220
B5	CMC (MCPOCG)	SD-5	\$275
B4	CMC (RES FORCE/AREA)	SD-4	\$220
B3	CMC (Gold for Flag)	SD-3	\$165
V4	Recruit CO Commander	SD-4	\$220
V4	Recruit Batt CO/Sect Ch.	SD-4	\$220
X2	Nat Strike Force (Supv.)	SD-2	\$110
X1	Nat Strike Force (Tech.)	SD-1	\$055
R4	Recruiter (Special)	SD-4	\$220
R4	Recruiter Production	SD-4	\$220
R4	Recruiting Supervisor	SD-4	\$220
U2	Special Agents	SD-2	\$110
C2	District 17 ANT	SD-2	\$110

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

G. E. SENA
Executive Officer

E-Mail ALPERSRU U/99

Subj: TERMINATION OF THE RELAD TO SELRES PROGRAM

Ref: (a) ALCOAST 067/99
(b) ALPERSRU Q/96 (See page 3 of this ALPERSRU)

Introduction	This E-mail ALPERSRU announces the immediate termination of the Release from Active Duty (RELAD) to Selected Reserve (SELRES) program.
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Discussion	As announced in reference (a), the SELRES has reached its authorized strength of 8,000 members.
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Members who RELAD voluntarily, have a remaining service obligation, and have not requested assignment to the SELRES will no longer be automatically assigned to a SELRES transition pool. These members will be assigned directly to OPFAC 87400, the Individual Ready Reserve (IRR).

Members approved for affiliation with the SELRES upon RELAD will be assigned to the OPFACs of the units the members are being transferred to.

Directives Affected	<p>The following HSRIC directives are affected:</p> <ul style="list-style-type: none">• Reference (b) is canceled.• HRSICINST M5231.2, SDA II User Manual, Chap 8-B, will be revised in the next change to reflect the contents of this ALPERSRU message.• HRSICINST M1000.2A, Personnel and Pay Procedures Manual, Chap 3-B, will be revised in the next change to reflect the contents of this ALPERSRU.
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Action	Follow the procedures in the table below to determine the correct OPFAC to use when preparing Endorsement on Orders Transactions for RELAD.
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Note: These procedures are effective with transactions transmitted to PMIS/JUMPS on or after 03 September 1999.

Continued on next page

If RELAD member	Then use
does not desire assignment to the SELRES or is not approved for assignment to the SELRES	87400 for the Reporting Unit OPFAC in the Endorsement on Orders Transaction in SDA II.
has requested and been approved for assignment to the SELRES	the OPFAC number of the unit the member is being assigned to for the Endorsement on Orders Transaction in SDA II.

**SELRES
Transition Pool
OPFAC (87300)**

OPFAC 87300, SELRES Transition Pool is disestablished. Do not use OPFAC 87300 in transactions, which will process through PMIS/JUMPS on or after the 10 September 1999 processing cycle.

HRSIC will transfer members from 87300 to 87400.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by

/s/
G. E. SENA
Executive Officer

Date: Jun 3, 1996 2:30 PM
From: Command
To: Alpersru
Copies:
Blind CC:
Attach:

Subject: E-Mail ALPERSRU Q/96; RELAD MEMBERS TO SELECTED RESERVE
TRANSITION POOL

1910
3 June 1996

E-Mail ALPERSRU Q/96

Subj: RELAD MEMBERS TO SELECTED RESERVE TRANSITION POOL

Ref: (a) ALDIST 135/96

Purpose This purpose of this ALPERSRU is to inform PERSRUs of the new OPFACS to be used in conjunction with the RELAD to SELRES program.

Discussion As outlined in reference (a), members who RELAD voluntarily and have a remaining service obligation will be automatically assigned to a SELRES transition pool. Members whose RELAD becomes effective during the period 1 June 1996 to 1 August 1996 will remain in the transition pool for a period of 120 days. Members who are RELAD after 1 August 1996 will remain in the transition pool for a period of 45 days. These dates and time periods only apply if the member chooses not to actively participate in the selected reserve.

An 87300 OPFAC has been developed for members assigned to the SELRES transition pool. Application of the 87300 number will be similar to the 87400 OPFAC currently being used for the Inactive Ready Reserve (IRR).

Action PERSRUs will not be able to submit transactions with an OPFAC of 87300 until successful loading of the SDA II download for the 4 June PMIS update.

For voluntary RELAD transactions effective after 31 May, make the following entries in the Reporting Unit District" and "Reporting Unit OPFAC" fields of the Release From Active Duty Orders transaction in SDA II:

Enter "XX-87300" (showing the appropriate district number of the district where the member will reside after RELAD in the XX, i.e. 07-87300).

We will continue the procedure of assigning district numbers "02" and "11" to all members who will reside within those district boundaries which existed before the merger process.

PPC will develop programming to automatically remove these members from the transition pool once their time period has expired.

Questions Questions should be referred to PPC Customer Service Team at 913-357-3540.

Released by /s/
R. J. WILLIAMSON
Executive Officer

E-Mail ALPERSRU V/99

Subj: CHANGE TO FY2000 SPECIAL DUTY ASSIGNMENT PAY RATE FOR NATIONAL STRIKE FORCE TEAM PERSONNEL

Ref: (a) [ALDIST 265/99](#)
(b) [E-Mail ALPERSRU T/99](#)

Introduction [ALCOAST 093/99](#) modified Special Duty Assignment Pay (SDAP) rates for National Strike Force Personnel. The rates are effective 1 October 1999 and supercede the rates published in references (a) and (b).

Action An SDA II Start SDAP Transaction must be submitted for each member who remains eligible or becomes eligible under the new rules to receive SDAP on 1 October 1999 or thereafter. The following process applies:

- All open, current PMIS/JUMPS SDAP Segments will be closed automatically effective 30 September 1999. **NO PERSRU ACTION** is required for this stop action.
- PERSRUs must submit Start SDAP Transactions (Option "A" from the Pay Adjustments Menu in SDA II) for members who are eligible for SDAP (IAW ALDIST 265/99 or **ALCOAST 093/99 for National Strike Force personnel**) on 1 October 1999.

IMPORTANT NOTE A change to the SDA II software will not be required for this cycle. A P607 must be input prior to the 5 October 1999 cutoff to prevent an interruption of a member's SDAP.

Continued on next page

Correcting transactions

Transactions prepared for National Strike Force personnel using the rates published in reference (a) or (b) must be corrected to reflect the new rates.

If the SDA II transaction has	Then
not transmitted to PMIS/JUMPS for processing	Open the transaction in SDA II and change it to reflect the FY2000 rates prior to transmitting to PMIS/JUMPS
transmitted to PMIS/JUMPS for processing	Prepare a "correction" transaction in SDA II using the FY2000 rates and transmit to PMIS/JUMPS in time for the polling cutoff of 5 October 1999.

New Codes

The following are the new codes for starting SDAP Transactions effective 1 October 1999:

CODE	SDAP DESCRIPTION	CATEGORY	RATE
S5	OIC Afloat	SD-5	\$275
T4	OIC IMARV	SD-4	\$220
T4	OIC Ashore (PAR STA)	SD-4	\$220
T3	OIC Ashore (All Other)	SD-3	\$165
A4	Surfman (Certified)	SD-4	\$220
Y4	Helo Rescue Swimmer	SD-4	\$220
B5	CMC (MCPOCG)	SD-5	\$275
B4	CMC (RES FORCE/AREA)	SD-4	\$220
B3	CMC (Gold for Flag)	SD-3	\$165
V4	Recruit CO Commander	SD-4	\$220
V4	Recruit Batt CO/Sect Ch.	SD-4	\$220
X3	Nat Strike Force (Supv.)	SD-3	\$165
X2	Nat Strike Force (Tech.)	SD-2	\$110
X1	Nat Strike Force (Member)	SD-1	\$055
R4	Recruiter (Special)	SD-4	\$220
R4	Recruiter Production	SD-4	\$220

Continued on next page

R4	Recruiting Supervisor	SD-4	\$220
U2	Special Agents	SD-2	\$110
C2	District 17 ANT	SD-2	\$110

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by

/S/
G. E. SENA
Executive Officer

E-Mail ALPERSRU W/99

Subj: BAH ENTITLEMENTS OF MEMBERS WITH DEPENDENTS WHO ARE STATIONED IN ALASKA AND HAWAII

Ref: (a) E-Mail ALPERSRU X/96
(b) COMDT (G-WPM) MSG R101637Z SEP 99 (NOTAL)
(c) ALCOAST 109/99
(d) Coast Guard Pay Manual, COMDTINST M7220.29 (series)

Introduction This E-mail ALPERSRU clarifies BAH entitlements of members with dependents when stationed in Alaska or Hawaii.

Discussion Reference (a) published VHA entitlement rules for members stationed in Alaska or Hawaii in cases where the member's dependents did not reside in the vicinity of the member's duty station.

Effective 1 January 1998, VHA was discontinued and replaced by BAH. In conjunction with this, the Department of Defense has recently published new rules governing entitlement to BAH.

BAH entitlement when assigned to a ship/afloat unit Under reference (b), members with dependents assigned to a ship or afloat unit in Alaska or Hawaii, who are not assigned to family government quarters, are entitled to BAH at the rate prescribed for the homeport of the ship or afloat unit. If the member is assigned to an unusually arduous sea duty unit, as defined in reference (c), the member may request approval from Commandant (G-WPM-2) to receive the BAH rate for the location of the member's dependents in lieu of the BAH rate prescribed for the homeport of the vessel.

BAH entitlement when assigned to a shore unit Members with dependents assigned to a shore unit in Alaska or Hawaii are entitled to BAH at the rate prescribed for the member's permanent duty station if the member's dependents reside with the member and family government quarters are not assigned. If the member's dependents do reside with the member, the member's BAH entitlement is based on the rules in the table on the next page.

Action PERSRUs shall follow the rules in this ALPERSRU in determining which zip code to record on BAH start/change transactions (Action Code P 606).

Continued on next page

E-Mail ALPERSRU W/99, Continued

How to determine BAH entitlement

This table shows BAH entitlements for members with dependents in cases where:

- (1) the member is assigned to a shore unit in Alaska or Hawaii and
- (2) the member's dependents do not reside with the member.

If a member with dependents is	And the member is	and	then the member is entitled to	to start BAH, PERSRU shall
stationed at a shore station in Alaska or Hawaii, and his/her dependents do not reside at or near the location of the member's duty station	NOT authorized to move dependents to the duty station at government expense	Government quarters are NOT available for assignment to the member	two BAH entitlements: • BAH at the with dependent rate for the location where the dependents reside, AND • BAH at the without dependent rate for the location of the permanent duty station	send E-Mail request to HRSIC (MAS) requesting that dual BAH allowances be started
		Government quarters ARE available for assignment to the member	BAH at the with dependent rate for the location where the dependents reside	submit P606 showing zip code of dependents' locale
	Authorized to move dependents to the duty station at government expense (this includes cases where dependents voluntarily depart prior to completion of a member's tour of duty)	Government quarters are NOT available for assignment to the member	BAH at the with dependent rate for the location of the permanent duty station	submit P606 showing zip code of permanent duty station
		Government quarters ARE available for assignment to the member	BAH at the with dependent rate for the location where the dependents reside	submit P606 showing zip code of dependents' locale

Continued on next page

E-Mail ALPERSRU W/99, Continued

Directives Affected	Commandant (G-WPM-2) advises that these new BAH rules will be published in Change 15 to reference (d), scheduled for release in November or December 1999.
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Questions	Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.
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Released by

/s/
G. E. SENA
Executive Officer

E-Mail ALPERSRU X/99

Subj: PMIS/JUMPS QUERY LOGOFF PROCEDURE

Purpose	This E-Mail ALPERSRU provides procedures for properly logging off the host computer (TSO or TOPTS) following use of the PMIS/JUMPS inquiry program.
Discussion	Many users of the pay inquiry program on HRSIC's IBM (TOPTS) computer and DOT's TSO computer are not logging off the program by following the on-screen instructions. Users merely exit by double clicking  [Close Program] symbol on the far right end of the Menu Bar (banging off).
What happens when you do not log off correctly	The host computer interprets the banging off as an abnormal end to the session, creates a system error, and leaves your temporary files open. The abrupt exiting uses unnecessary disk storage and eventually limits system access and availability for all users of the system. Therefore, it is important to follow the easy and relatively quick steps described below and indicated on-screen in TOPTS or TSO.
System timeout	The "timeout" feature has been established at one hour. If you remain idle on any screen for more than one hour your session will be terminated abnormally, leaving temporary files open.

Continued on next page

E-Mail ALPERSRU X/99

How to log off correctly

This is the correct procedure for logging off the host computer.


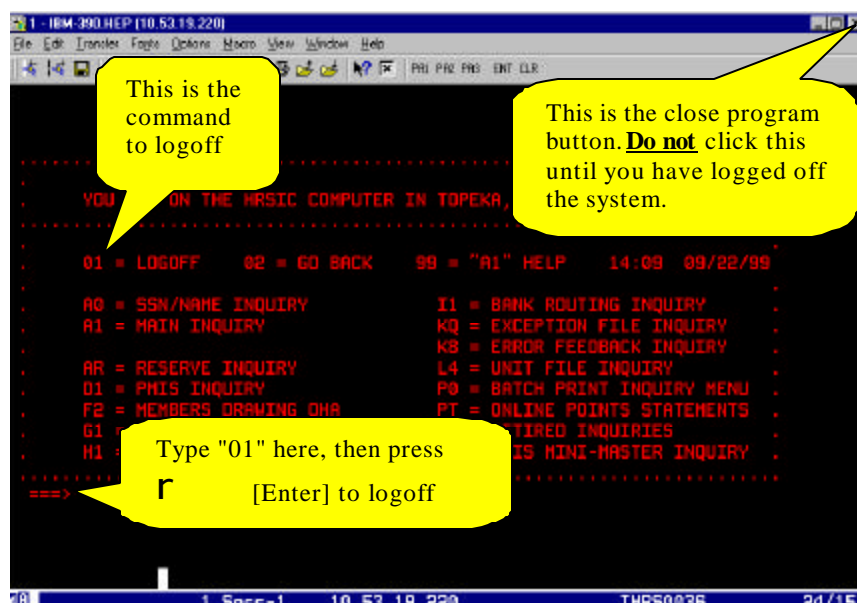
Step	Action
1	When finished using pay inquiry, type “end”, and you will return to the Menu Options screen
2	At the Menu Options screen, type “01”, to logoff
3	Your screen will display a message stating you have been logged off: "Your tn3270/tn5250 connection has been terminated" (Temporary files have been closed automatically)
4	You now may click on “File” on the Menu Bar and then click “Close Session” or you may click the  on Menu Bar and answer "Yes" when asked if you want to close the session.

Figure 1 - TOPTS Menu Option Screen



Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540

Released by

G. E. SENA
Executive Officer

E-Mail ALPERSRU Y/99

Subj: FEDERAL AND STATE INCOME TAX WITHHOLDING FOR RESIDENTS OF PUERTO RICO ON ACTIVE DUTY

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Sec 8-B

Purpose This E-Mail ALPERSRU provides rules for withholding of federal and state income tax for active duty members claiming Puerto Rico as their state of legal residence.

Rules Residents of Puerto Rico on active duty are subject to federal or state income tax withholding depending on their assignment in or outside of the 50 United States. The table below shows which tax is to be withheld based on the member's assignment.

If the member is assigned to duty	Then
in the US (one of the 50 states)	only federal income tax is withheld <ul style="list-style-type: none">• Member is exempt from state tax withholding
outside of the US	only Puerto Rico tax is withheld <ul style="list-style-type: none">• Member is exempt from federal tax withholding

Conversion of federal withholding to Puerto Rico withholding A conversion was completed during September 1999. All members who claim Puerto Rico as their state of legal residence, and are assigned to duty outside the United States, will have Puerto Rico taxes withheld and federal withholding stopped (the exclusion codes in segments 64 and 66 have been changed). HRSIC will adjust the segments manually for 28 members.

- The Puerto Rico withholding began 1 September 1999.
- The filing status (TAXPLN) and withholding allowances (ALLOW) were carried over from the federal tax segment to the state (Puerto Rico) tax segments.
- All federal tax withholding for the time the member was stationed outside the United States was converted to Puerto Rico tax withholding.
- Puerto Rico wages reflect an amount equal to the federal wages for the months the member was stationed outside the United States.

Continued on next page

E-Mail ALPERSRU Y/99, Continued

Federal withholding stops when Puerto Rico withholding starts

Federal tax withholding will be stopped automatically in PMIS/JUMPS anytime Puerto Rico tax withholding is started.

- If the member wants both federal and Puerto Rico taxes withheld, the PERSRU will need to enter a federal tax transaction to start federal tax withholding.
-

Member Action

Members shall notify the PERSRU, using the procedures established in reference (a), to begin Puerto Rico tax withholding when they are stationed out of the United States. Members shall notify the PERSRU when they are stationed back in the United States to stop Puerto Rico withholding and begin federal withholding.

There are 43 members stationed in the United States currently having both federal and Puerto Rico taxes withheld. Members who only want federal tax withheld need to notify the PERSRU to enter the state tax transaction and place an "E" in the exempt field. HRSIC will E-Mail a list of the members to the servicingPERSRUs.

PERSRU Action

When a member who claims Puerto Rico as the state of legal residence is stationed outside the United States, the PERSRU shall:

- Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that "No" is entered in the field denoting exemption from state tax. Ensure the fields for Marital Status and No. State Exemptions Claimed are completed on the transaction.

Note: The State Tax Transaction will automatically stop any federal tax withholding the member has. If the member wants both federal and Puerto Rico taxes withheld, the PERSRU shall submit a federal tax transaction (in addition to the state tax transaction).

When a member who claims Puerto Rico as the state of legal residence is stationed back in the United States, the PERSRU shall:

- Submit a State Tax transaction. Ensure that "PR" is shown as the State of Legal Residence and that "E" is entered in the field denoting exemption from state tax.
 - Submit a Federal Tax transaction to begin federal withholding.
-

Continued on next page

E-Mail ALPERSRU Y/99, Continued

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by/

G. E. SENA
Executive Officer

E-Mail ALPERSRU Z/99

Subj: OHA INCLUSION OF BAH II/FSH AMOUNTS

Purpose This E-Mail ALPERSRU announces the inclusion of the Basic Allowance for Housing - II (BAH II) and Family Separation Housing (FSH) amounts within the Overseas Housing Allowance (OHA) entitlement.

Discussion Members receiving OHA will no longer be paid a separate BAH II or FSH amount. These amounts will now be included within the OHA entitlement.

Effective date This change will be effective on 1 November 1999. The combination of OHA BAH II/FSH entitlements will be reflected in the member's November LES.

Changes to JUMPS pay segments for OHA recipients HRSIC will close OHA (seg. 46), BAH II (seg. 17 or 18) and FSH segments (seg. 21). A new OHA segment will be opened.

- The OHA segment will reflect the combined entitlements.
- Net pay amounts to members will not be affected.
- Segment changes will be completed before the November 4th update cycle.

BAH Code is required in OHA start transactions PERSRUs must enter a BAH code on OHA start/change (P609) transactions which will process after the October 28th update cycle.

This change eliminates the need to start BAH II (for those members receiving OHA) with a separate P606 transaction.

BAH Codes for OHA starts SDA II will require a BAH code in the OHA start transaction, and for the OHA change transaction whenever a change in dependency status occurs. Allowable entries will be BAH codes G, H or L.

If member is not assigned government quarters and	Then use BAH code
Without dependents	G
Spouse in service	H
With dependents	L

Continued on next page

E-Mail ALPERSRU Z/99, Continued

Subj: OHA INCLUSION OF BAH II/FSH AMOUNTS

**Vacating
government
quarters and
starting OHA**

The OHA start transaction (P609) will automatically close the following segments for members who vacate government quarters overseas:

- Segment 16 -- Government quarters, and
 - Segment 17 -- BAH II With dependents, or
 - Segment 18 -- BAH II Without dependents.
-

**Submission of
P606 BAH-II
transactions in
conjunction
with OHA**

Since BAH-II amounts will now be paid from segment 46 of PMIS/JUMPS, PERSRUs shall no longer submit a P606 to start BAH-II in cases where OHA is simultaneously paid. There are instances, however, when a P606 should be submitted to start BAH-II:

- A P606 shall be submitted on a member who is receiving OHA and departs PCS. The member must have dependents or be at least an E-4 over 4 years. A departing PCS endorsement will automatically stop OHA the day prior to departure on PCS. A P606 shall be submitted to start BAH-II on the effective date of departure on PCS. The member will continue to be paid BAH-II until the date the member reports to his/her new permanent duty station.
 - A P606 shall be submitted to start BAH-II in cases where a reporting member is entitled to OHA but the allowance can not be started until lease arrangements are finalized. Members receive a TLA during this period, and are entitled to BAH-II concurrent with the TLA. Once the member's TLA entitlement terminates, the OHA entitlement is started via P609 transaction. The P609 will automatically stop the BAH-II entitlement.
-

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by

/s/
G. E. SENA
Executive Officer

E-Mail ALPERSRU AA/99

Subj: ANNUAL VERIFICATION OF DEPENDENCY DATA

Ref: (a) Personnel and Pay Procedures Manual, HRSICINST M1000.2A, Section 5-C-2

Introduction Per reference (a), during the month of November, members are required to verify their dependency data on form CG-4170A. This year, due to the SDA II Centralization process occurring at the same time, you are to delay the CG-4170A validation until after your PERSRU has implemented SDA II Centralization.

Completion of the SDA II Centralization process is scheduled prior to 1 January 2000. Each PERSRU will be individually notified of their SDA II Centralization conversion date. In conjunction with SDA II Centralization, PERSRUs will be required to prepare and transmit a new CG-4170A on every member the PERSRU services.

Our goal is to ensure that the integrity of the data is correct while reducing any workload requirements of the PERSRU.

Discussion Once your PERSRU has received notification of pending SDA II Centralization, remove the CG-4170A from Section 4 of the PERSRU PDR and mail to units/members for validation.

When SDA II Centralization has occurred at your PERSRU, and you have received the verified 4170A, key in new data and print it out for validation by the member.

It is highly suggested that, during the validation process, when members verify form CG-4170A, the member also conduct a thorough review of his/her Leave and Earnings Statement (LES) to verify that the member is receiving appropriate entitlements, particularly appropriate housing entitlements. Members have a duty to review their LES each month. Stressing a close review of the LES in conjunction with the CG-4170A validation will help eliminate potential overpayments and underpayments of housing allowances. Members who erroneously receive BAH entitlements after moving into government quarters or changing marital status incur significant indebtedness, and collection of such indebtedness can create significant financial hardship on the member.

Continued on next page

E-Mail ALPERSRU AA/99

Subj: ANNUAL VERIFICATION OF DEPENDENCY DATA

Action PERSRUs shall ensure that the annual verification of dependency data is conducted upon SDA II Centralization in accordance with reference (a). A new CG-4170A is to be transmitted on EVERY member so that the PMIS and the SDA II database will be updated.

If no changes are noted by the member, the verified CG-4170A with the original signature is to be filed in the PERSRU PDR.

If the member noted changes, enter the changes in the SDA II Centralized system. If there was a dependency change, then print out a new CG-4170A, send it for verification, and if there are no corrections, file the original signed copy in the PERSRU PDR.

Questions Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

G. E. SENA
Executive Officer